

Job Title: TECHNICAL MANAGER I - PAYROLL SPECIALIST - IPR#46466

Agency : Department of Transportation

Closing Date/Time: 05/24/2023

Salary: \$3,680 - \$6,400 Monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 2

Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement:

The Illinois Department of Transportation is seeking to hire Payroll Specialists.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for tracking time cards, leave time (credited and taken), overtime, vehicle usage, shift differential, temporary assignment pay, and a wide variety of other employees support functions involving payroll timekeeping functions.

District Personnel:	1,300 Full time; 600 part-time/temporary
Personnel Transactions Processed:	2,800 annually
Payrolls Processed:	6 semi-monthly (144 annually)

This position reports to the Payroll Services Manager. No staff reports to this position.

The incumbent operates in an environment of large workloads with deadlines imposed by the Illinois Comptroller's Office for meeting payrolls. This position has a major impact on the timely submission of the payrolls.

This position is accountable for assisting in the payroll preparation for all district employees. This includes, but is not limited to, assembling, computing and preparing data for technical and non-technical payrolls, reviewing and verifying the accuracy of time cards, leave slips, vacation credits, sick time, personal leave, vehicle usage, compensatory time, shift differential, overtime computations and Family Medical Leave Act (FMLA) issues.

Timekeeping functions must comply with the Department of Central Management Services (CMS) rules, the department's Personnel Policy Manual and the various pay plans. The high level and geographical dispersion of district activity to over thirty satellite locations further complicates problems related to the preparation of payrolls.

Typical problems facing the incumbent include the resolution of any questions surrounding the accuracy of pay warrants and the proper completion of payrolls for submission. The greatest challenge to this position is managing the massive workload so that all duties are completed on time.

(Job Responsibilities continued)

This position is responsible for the preparations of all turnarounds (payrolls) for all district employees reflecting any exceptions (docks, repays, new appointments, termination, suspension, monetary adjustments, temporary assignment pay, shift differential pay, overtime pay, vehicle usage and tool allowance). The incumbent audits and processes timecards for district employees, which must be reconciled with leave slips and audits in the automated Maintenance Management Information System (MMIS). He/She will enter leave request forms, attendance (from timecards), overtime and other necessary information into the automated Time Keeping System (TKS). The incumbent advises district personnel regarding timekeeping policies and resolves associated difficulties by serving as a resource with all district office/field locations. This position prepares various forms requiring verification of time records and/or employment records for the retirement system, direct deposit, mortgage applications, etc.

The incumbent prepares and processes deduction cards including Deferred Compensation, insurance, union dues and exemptions.

This position's duties are performed in compliance with union contracts, CMS rules, the Personnel Policy Manual, Fair Labor Standards, and state/federal/departmental guidelines covering payroll and benefit programs. The incumbent has latitude to accomplish responsibilities with matters of an unusual nature being referred to the supervisor with recommendations for resolution.

Internal contacts include all timekeepers, district employees as well as the central Personnel Office. External contacts include deferred compensation, mortgage/loan companies, State Employee Retirement System (SERS), insurance companies and the general public.

The effectiveness of this position is measured by the quality, accuracy and timeliness of the payrolls processed as well as the incumbent's ability to provide accurate information to district employees and management in a confidential manner.

Principal Accountabilities

1. Prepares all technical/nontechnical payrolls. Prepares turnaround (payroll) for technical/nontechnical employees reflecting any exceptions.
2. Advises district personnel regarding timekeeping policies and resolves associated difficulties by serving as a resource with all district office/field locations.
3. Maintains attendance records for all district employees. Distributes monthly leave balance reports for all employees. Audits and processes timecards for district employees which includes leave time, overtime, temporary assignment, etc.
4. Prepares various forms requiring verification of time records/employment for the retirement system, insurance, mortgage applications, etc.
5. Prepares and processes deduction cards and processes Deferred Compensation forms.
6. Audits and reconciles technical/nontechnical various payroll reports. Ensures the timely processing of all records related to FMLA.
7. Enters and maintains employee work schedules and work locations.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees
9. Performs other duties as assigned.

Qualifications

Position Requirements

- Completion of two years of college OR
- Four years of timekeeping and/or payroll related experience
- Occasional overtime

Position Desirables

- Working knowledge of personnel practices, policies and procedures as they relate to timekeeping
- Ability to work under pressure in a demanding environment with large workloads and set deadlines
- Ability to utilize confidentiality, diplomacy and tactfulness when dealing with employees, employee records and other personal information
- Strong problem-solving skills and the ability to apply sound judgement
- Strong mathematical aptitude
- Excellent data entry skills
- Ability to apply accuracy/attention to detail to work products
- Ability to maintain harmonious relationships with district employees, central office, SERS, other outside agencies, companies, and the general public
- Strong oral and written communication skills

Work Hours: 8:00 AM - 4:15 PM Monday-Friday (45-minute lunch)

Work Location: 201 Center Ct Schaumburg, IL 60196-3169

Office: Office of Highways Project Implementation/Region 1/District 1/Administrative Services

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Fiscal, Finance & Procurement; Office & Administrative Support

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com